PREPARING FOR NACO TRAINING

Checklist of Responsibilities for NACO CONTACT, NACO COORDINATOR, TRAINER, REVIEWER, LC LIAISON, and FUNNEL COORDINATOR

TRAINERS are encouraged to discuss this list with NACO CONTACTS while preparing for training. The checklist is designed to help all parties involved prepare for a smooth, successful NACO training session. **Many of the items on this list are time-sensitive**, involving arrangements by LC Coop staff, other units in the Library of Congress, and other agencies. Advance planning is rewarded when all arrangements fall into place with a minimum of worry or inconvenience.

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1. Key roles in NACO:

NACO CONTACT: This person at the new library receiving its NACO training is usually a leader in the cataloging unit, and plays the key role during the preparation, training, and review phases of the NACO partnership. When an institution becomes independent of external review, the NACO CONTACT usually is the one maintaining internal review of records and forwarding queries, duplicate record reports, and bibliographic file maintenance reports to the proper person.

NACO COORDINATOR: A member of the LC Coop Cataloging team who is designated to make most of the arrangements on the LC side for NACO training sessions and to oversee the ongoing activities of the NACO program.

TRAINER: This person is the cataloger who delivers NACO training to the new institution, and usually reviews records during the review period. If the training site is at or near the Library of Congress, the trainer will usually be from LC, and may serve the dual role of LC LIAISON/TRAINER. Funnel coordinators of NACO projects often serve as trainers. For distant training sites, the trainer may be a designated "Regional Trainer" from another NACO institution.

REVIEWER: An experienced NACO cataloger who reviews the records of a new NACO library if the TRAINER is unable to assume the assignment. When several libraries attend training together, it is likely that the review assignments will be shared by the TRAINER and one or more REVIEWERS.

LC LIAISON: The LC LIAISON is a Coop Cataloging Team member, usually the one who is the support person for the TRAINER'S institution. The LC LIAISON is the mentor for the trainer during training and may assist with preparations for training. The LC LIAISON handles duplicate record and bib file maintenance reports in the LC database for a new library if the TRAINER is not an LC cataloger.

FUNNEL COORDINATOR: A funnel coordinator is a specialized type of

NACO CONTACT, performing the same duties as NACO CONTACT with a few additional functions. The FUNNEL COORDINATOR generally recruits new members for the funnel project, leads them through the training preparations, may act as TRAINER and REVIEWER, and has ongoing responsibility for distribution of NACO materials and communications for the all funnel members. Any funnel members not reaching independence status for NACO skills remain under the review of the FUNNEL COORDINATOR.

2. Names, titles, mailing addresses, phone, fax, email, etc.: As early as possible, TRAINER, NACO CONTACT, and LC LIAISON exchange this information.

3. Dates for training: All arrangements revolve around the dates the TRAINER and the NACO CONTACT establish. TRAINER notifies LC LIAISON. Training dates: _____

4. Time of training sessions: The TRAINER and NACO CONTACT establish times to begin and end the training sessions, especially for the first day. Times for breaks and lunches must be in place, but can be noted as movable within a 15 minute range, as negotiated with the class on the first day. NACO CONTACT informs participants so that they can arrange their schedules.

5. Location: The NACO CONTACT (or person making arrangements at training site) is responsible for arranging and discussing with the TRAINER:

A. a suitable **classroom** for the daily morning sessions where every participant can sit at a table and spread out bulky training materials and manuals.

B. **equipment** for training, such as white board, flip chart, overhead projector, PowerPoint, etc. as requested by the TRAINER. It may be helpful to have access to online cataloging documentation through Cataloger's Desktop. A TRAINER may ask to have the classroom

available in the afternoon as well.

C. a group of **terminals** for the afternoon sessions on the utility by which the library will contribute its headings. Two participants may share one terminal. It must be possible to make printouts of each day's work at a nearby printer.

6. Number of participants: LC LIAISON needs this number no later than 3 weeks before training, especially if materials will be shipped. NACO CONTACT notifies TRAINER, and TRAINER notifies LC LIAISON.
Number of participants: _____

7. Training manuals and documentation: The NACO CONTACT informs participants which materials they must bring, and consults with the TRAINER and the LC LIAISON on the other materials for training.

In the traditional method, LC has shipped paper copies of many training materials. It is advisable to tell the LC Coop Team no later than 3 weeks before training if materials are to be shipped.
The newer online delivery method is to supply a web site address or URL with electronic files which can be downloaded, copied, punched, and filed in binders for convenience as needed by the NACO CONTACT at the institution receiving training. It is advisable to test the use of electronic files and to prepare photocopies well in advance of training so that training materials are available when the TRAINER arrives. Most of the materials are in the form of .PDF files that require the Adobe Acrobat Reader. The free Reader may be downloaded from the free Adobe web site:
http://www.adobe.com/products/acrobat/readstep.html

The *Cataloger's Desktop* alternative*: Cataloger's Desktop* includes most of the standard cataloging documentation, with the exception of NACO training manuals. If the trainees have access to Cataloger's Desktop or a suitable online version at terminals in the training room, the NACO CONTACT and TRAINER may discuss using this as an alternative method to consult documentation while training.

NACO Trainee binder
Each trainee should have a training binder. Some materials are utility-specific. Which utility will the new library use for contributions? _____
What method will the library apply for trainee manuals?_____

AACR2 current ed.
Each participant brings a copy

LCRIs Chapters 22-26
Each participant needs a copy of the current official *LCRIs* issued by the LC in looseleaf form. Participants are asked to review these chapters before training. What method will the library apply? _____

MARC 21 Authority Format
Two participants may share a copy. All copies of the *MARC 21 Authority Format* must have white, blue, and yellow pages interfiled prior to the first day of class. What method will the library apply? _____

DCM Z1 "Yellow pages"
These pages replace the Z1 section of LC's *Descriptive Cataloging Manual*, and have been designed to be part of the *MARC 21 Authority Format*. The NACO CONTACT interfiles these pages before the training sessions begin. Yellow pages follow the appropriate white and blue pages for each section or MARC field.
What method will the library apply? _____

"Blue pages"
These LC Guideline pages complement *MARC 21 Authority Format*. The NACO CONTACT interfiles these pages before the training sessions begin. Blue pages follow the appropriate white and precede the appropriate yellow pages for each section or MARC field.
What method will the library apply? _____

ALA-LC Romanization Tables
Libraries contributing name authority headings in non-Roman scripts must use these transliteration schemes. These are not necessary for the initial NACO workshop; however, participants must have a copy available before contribution in non-Roman languages can commence.

8. Free NACO subscriptions: For non-profit NACO institutions, the LC LIAISON arranges for LC's CDS (Cataloging Distribution Service) to send one free copy of the latest edition of the *NACO Participants' Manual*, *MARC 21 Authority Format*, and the *Library of Congress Rule Interpretations*, with updates. CDS includes a packing slip listing the values of all items it ships, whether free or requiring payment. An account number beginning with #770263- indicates that the materials are being shipped as a free NACO subscription item.

The NACO CONTACT receives updates by subscription for the latter two as they become available, and interfiles text and updates **before training, if possible**. These may or may not arrive before your training session, depending on the stock on hand in CDS, distance involved, and other factors. While calculating how many copies of these items you will need for training, bear in mind that these free copies may arrive after your training session.

One free NACO subscription is provided to the FUNNEL COORDINATOR of each NACO project. Funnel project members receive copies of materials from the FUNNEL COORDINATOR.

Responsibility for distributing NACO notices and documentation updates continues even after NACO training. The NACO CONTACT distributes copies as needed to all other participating NACO contributors in the institution. The FUNNEL COORDINATOR distributes copies as needed to all other funnel members

9. Participants' background: A few weeks before training, the NACO CONTACT gives the TRAINER some background on the participants, their level of experience, and the particular languages, formats, or special collections in which they work. If the new library already creates authority records for its own files, NACO CONTACT provides samples for the TRAINER.

10. **Collecting examples:** Several weeks prior to training, the NACO CONTACT asks participants to collect personal, corporate, and geographic names and uniform titles they wish to create during practicum sessions. Make photocopies of title page, colophon, and any other sources for the names if the books or items themselves will not be used for hands-on training. Please

provide at least 40 records per cataloger, including personal names, corporate names, geographic names, uniform titles, and any authority records already established which you feel need to be changed. Any other questions related to authorities and the authority file are fair game, also.

11. NACO authorization from the utility: No later than a month before training, the NACO CONTACT contacts the utility directly, not through a local network, to request NACO authorization. The LC LIAISON will have notified the utility that you will be doing so. Use phone, fax, or email to send your request to the utility and to check on it to confirm that it will be ready when you need it. You should have confirmation of your authorization in hand one week prior to training. Authorization number: _____; Password: _____

If a smaller unit within an institution wishes to contribute records using a separate MARC code in the 040, or if a smaller unit within an institution wishes to contribute to a NACO funnel project rather than to participate in NACO through its parent institution, each smaller unit needs a NACO authorization for its own MARC code, connected with its own name. The application should list not only the institution's name, but also the name of the smaller unit requesting a NACO authorization.

RLG NACO authorization requests should be sent to:

    RLIN: Diana Hall, 800-537-7546 (option 1), email: bl.ric@rlg.org

OCLC NACO authorization request form is found at:
http://www2.oclc.org/oclc/pdf/sysacc.pdf

CAUTION: Fax the form to Susan Westberg directly. Do not send authorization requests to the OCLC networks. OCLC: Susan Westberg, (614) 764-6000, (800) 848-5878, fax (614) 718-7306, email:
susan_westberg@oclc.org

The Passport, CORC, and CatME interfaces for authority in OCLC are in a transition phase throughout 2002. Review methods for these records is also in transition. When planning for training, the NACO CONTACT and TRAINER should identify which interface(s) will be used for contributions and should consult the NACO Coordinator (Carolyn Sturtevant, cast@loc.gov)

A non-LC TRAINER or FUNNEL COORDINATOR doing NACO review for the first time in OCLC Passport needs the "INST" command authorization from OCLC to see and review records in another library's Passport save file. The LC LIAISON will request it from OCLC, and the utility will send instructions for using the "INST" command to the new TRAINER or FUNNEL COORDINATOR.

12. Utility input and update skills: The NACO CONTACT at the new library is responsible for seeing that the participants have the necessary skills needed for the afternoon practicum sessions at the utility terminals. Each participant must know how to sign on, search, input and update records before the week of NACO training. The TRAINER will not provide this training. The NACO CONTACT contacts the utility (or another nearby library) for assistance in learning these skills. The NACO COORDINATOR can request that RLG provide this training onsite with sufficient lead time.

13. Library's MARC code(s) (formerly NUC symbol): No later than a month before training, the Network Development Office at LC needs to know the code(s) of new NACO contributors. Sources for MARC organization codes include:
A. *USMARC Code List for Organizations*, 1996
B. *Symbols of American Libraries*
C. *OCLC Participating Institutions*
D. *MARC Code List for Organizations*, with a form for requesting a code, at: http://lcweb.loc.gov/marc/organizations/orghome.html#requests

If a smaller unit within an institution wishes to contribute records using a separate code in the 040, or if a smaller unit within an institution wishes to contribute to a NACO funnel project rather than to participate in NACO through its parent institution, each smaller unit needs its own MARC code, connected with its own name. The application should list not only the institution's name, but also the name of the smaller unit requesting a code.

These examples illustrate codes, larger and smaller institution names:

CtY   Yale University–*the larger institution*

CtY-BR   Yale University, Beinecke Rare Book Library--*contributes using a separate code, but is not part of a funnel project*

CtY-J   Yale University, Judaica Collection–*contributes via the Hebraica NACO funnel project*

If the library being trained has a MARC code, the TRAINER asks the NACO CONTACT at the new library for the codes of all libraries involved in the training and forwards the codes to the LC LIAISON. If separate libraries within an institution have different codes and names, notify the LC LIAISON of all the codes and names involved. The LC LIAISON informs the NetDev Office. Library's MARC code and complete name: _____

14. Travel arrangements: The TRAINER is responsible for making all travel arrangements, with advice from the NACO CONTACT regarding local transportation and accommodations. LC staff in the role of TRAINER must make arrangements through the appropriate LC offices.

15. Travel expenses: The institution receiving NACO training is responsible for the expenses of the TRAINER, whether that trainer is from the Library of Congress or from another library. The TRAINER provides copies of all receipts to the appropriate office. The NACO CONTACT and TRAINER contact their respective financial offices to arrange reimbursement of expenses.

If the TRAINER is an LC staff person, or if the PCC funds any of the travel expenses, the NACO CONTACT should give the LC LIAISON of the name of the financial officer who will approve a contract for travel expenses. A signed contract must be submitted to the Coop Team before any LC staff person may incur travel expenses.

NOTE: Additional information on NACO training expenses is being drafted (January 2002). Please contact the NACO Coordinator (Carolyn Sturtevant, cast@loc.gov).

16. Shipping materials back to LC: The NACO CONTACT is responsible for returning all materials that belong to the Coop Team back to LC via overnight

delivery. First class mail is not acceptable. Copies of the MARC 21 Authority Format belong to the Coop Team.

NOTE: US Postal Service deliveries to the Library of Congress were suspended in October 2001, and will not resume until a new postal processing facility for Capitol Hill is in operation, possibly in the early months of 2002. In the meantime, other carriers should be used for sending any materials to LC.

17. Course evaluations: The NACO CONTACT downloads the evaluation form from the web site and prepares copies for all the trainees. The NACO CONTACT or the TRAINER may give them out to the group during the final session of the training. The NACO CONTACT collects them and forwards them to LC in an appropriate manner.

NOTE: The evaluation form may be developed as an online form in early 2002.

18. PCClist subscriptions: All NACO CONTACTS should be subscribed to the online PCClist by the LC LIAISON. Following NACO training, the TRAINER or NACO CONTACT may forward email addresses and names of administrators or NACO contributors to the LC LIAISON to ask that they be subscribed as well.